

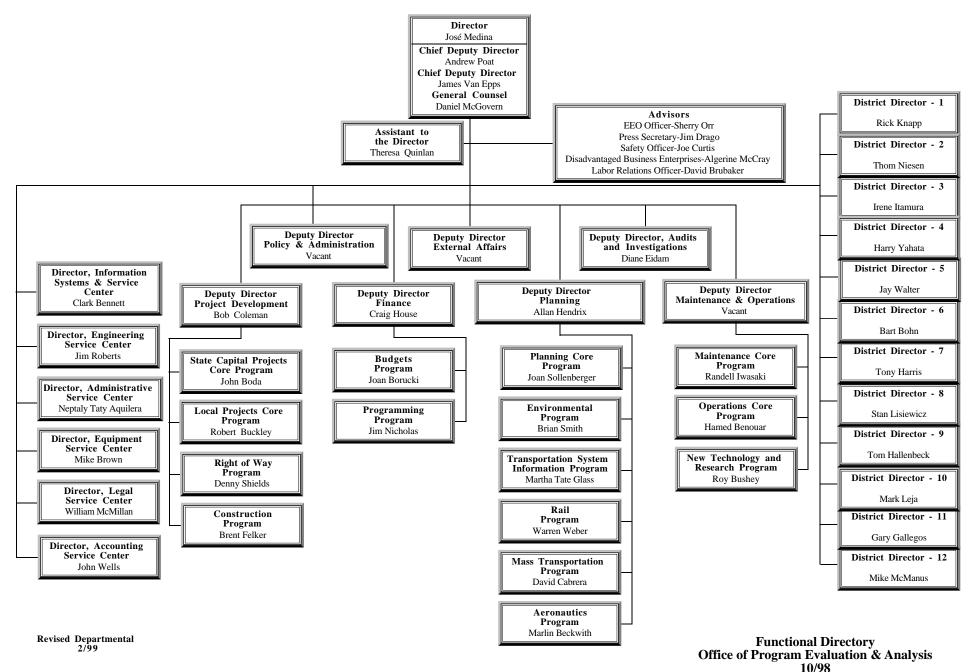
Functional Directory October 1998

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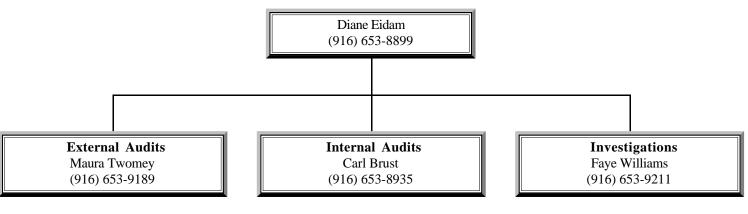
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State of California Department of Transportation



Audits & Investigations



- Perform financial and compliance audits of contracts with external entites
- Review and approve cost allocation plans for external entities within assigned responsibility under contract with Caltrans
- Review single audits of public entities receiving financial assistance from the Department
- Provide special audits of external entities as requested by departmental managers

- Conduct legislatively required audits of accounting and contracting activities
- Coordinate and monitor audit activity performed by external audit agencies
- Perform internal audits approved in annual audit plan
- Provide special audit coverage requested by departmental managers

- Conduct investigations of Title VI and VII complaints as mandated by law
- Perform administrative investigations and provide feedback to the Directorate
- Provide staff assistance to the Department's Investigation Review Committee

External Affairs



- Serve as Department's Press Secretary
- Gather and disseminate public information regarding Caltrans
- Advise the Directorate on media relations
- Prepare and disseminate news releases and fact sheets for public consumption
- Develop public presentation material for the Director and other Caltrans staff
- Provides program direction for District Public Information Officers

- Advocate the Administration's transportation interests to the California Congressional Delegation
- · Monitor Congressional activity
- Analyze pending legislaltion relating to transportation and recommend positions for the Department
- Advocate the Department's position on State legislation
- Respond to inquiries from legislators, legislative staff and local government officials
- Develop legislative proposals, seek authors and work to secure passage of those proposals
- Coordinate with other state and local transportation interests

- Public/Private Partnership development
- · NAFTA issue resolution
- Privatization/South Western Border Alliance coordination
- Spaceport office

- Transportation Finance Bank Development and Implementation
- Innovative finance and revenue policy development
- Coordinate with metropolitan Planning Organization and Regional Transportation Planning Agencies

Budgets

Joan Borucki (916) 654-4556

Capital Budgeting Norma Ortega (916) 657-5033

- Prepare allocations and financial reports for the CTC
- Prepare Governor's Budget for capital and local programs
- Primary contact and advisory for capital and local programs budgets and CTC issues
- Provide financial management for bond implementation
- · Cash management
- Financial analysis and scenarios

Support Budget Management

Robert Boriskin (916) 654-3316

- Prepare Governor's Budget
- Primary contact for Legislative Analyst Office and Department of Finance
- Review Budget Change Proposals, Section 28s and bill analysis
- Prepare allocations and monitor expenditures
- Provide consultation to the Directorate and Program on support budget issues

Federal Resources Dick Petrie

(916) 654-3043

- Assure that Federal resources are managed efficiently
- Authorize Federal funding for scheduled projects
- Implement inovative federal funding solutions

Programming

Jim Nicholas (916) 654-4013 **State Highway Operation** California Transportation **Transportation Improvement** and Protection Program Federal Programs Senate Bill 45 STIP Commission (CTC) Program (STIP) Management (SHOPP) Management Guidelines Managemenet Liaison Garland Hagen Wayne Lewis Bill Wilkinson Kurt Scherzinger Stephen Maller (916) 654-4587 (916) 654-4327 (916) 654-2503 (916) 654-2983 (916) 654-4843

- Develop, manage, update and report on the STIP.
- Assist with development of the Interregional Transportation Strategic Plan (ITSP).
- Coordinate special studies for selection of ITIP projects.
- Special STIP studies and presentations to CTC.
- Program resource mgmt.

- Develop, manage, update and report on SHOPP
- Develop the 10-Year SHOPP Rehabilitation Plan.
- Coordinate special studies for selection of SHOPP projects
- Special SHOPP studies and presentations to CTC.
- Cash flow projections

- Coordinate development and Mgmt. of FSTIP
- Confirm FTIP air quality conformity and financial constraint
- Prepare RSTP and CMAQ allocations for regions
- Manage and update Programming databases
- · CTIPS training

- Direct liaison with CTC staff and commissioners
- Coordinate timely development of quality CTC book items
- Report CTC actions and conduct pre-briefings and de-briefings for CTC meetings to clearly identify issues
- Coordinate and develop draft interim and final STIP Guidelines consistent with the provisions of SPAS

Maintenance

Randell Iwasaki (916) 654-5849

Roadside Maintenance Doug Boyd (916) 654-5784

- Program advisor for roadside maintenance
- · Manage grafitti removal
- Manage Adopt- A- Highway Program
- Maintenance program/Landscape Architecture liaison
- · Lands & buildings
- NPDES Compliance (Storm Water)

Roadway Maintenance Larry Orcutt (916) 654-5784

- Pavement Management System
- · Pavement Condition Survey
- Program advisor on: Roadbed maintenance; Electrical and traffic guidance maintenance; Roadway rehabilitation; Maintenance worker access: and Protective betterments

Radio, Engineering & Mtce Gary Adams (916) 654-3102

- Caltrans Radio, Systems engineering Design
- Radio communications projects/HARs, MW, Radio, FCC Satellite, Facilites Management, DGS Coordination

Business Plan & Performance Ann Evans (916) 654-6911

- Fiscal systems data development and review
- · Budget operations and management
- · Budget modeling and development
- Strategic planning, business plans and performance measures
- · Internal communcations

District LiaisonSheree Edwards (916) 654-2456
Mike Evans (916) 654-3570

- Provide technical assistance and special expertise to Districts
- Track District Accomplishment of Maintenance Goals
- · Conduct level of Service
- Manage MPYE Contracts

Mtce. Equip. & Emergency Ops.
Vacant
(916) 654-3102

- HQ Communication Center Operations
- Caltrans Emergency Operations Center
- Caltrans Highway Information Network (CHIN) and Internet
- Maintenance Equipment Training Academy (META)
- · Kingvale Maintenance Academy
- Field maintenance operations & safety
- · Equipment management
- · Hazardous material spills

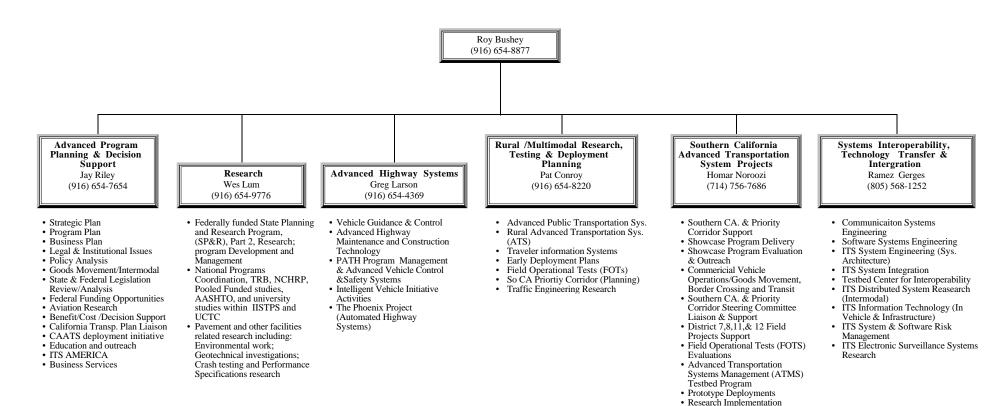
Mgmt. & MonitoringDavid Hori
(916) 654-3678

- Coordinate statewide staffing plans and organizational development
- Manage all administrative functions for Maintenance Program
- Manage Maintenance Program payroll and human resources systems changes
- Act as consultant on all personnel and Labor Relations Issues

IMMS Project & Special Studies Kris Kuhl (916) 654-5789

- Project Manager on the IMMS Project
- · Special Studies
- Snow removal & storm response
- · Level of Service coordination
- · Major damage restoration

New Technology & Research Program



Traffic Operations

Hamed Benouar (916) 654-2352

Intelligent Trans. Sys.

Development and

Support

Sompol Chatusripitak (916) 654-2701

- Develop and monitor standards for eletrical and electronic systems
- Develop and monitor software programs and designs hardware for electronic traffic control

Intelligent Trans. Sys. Development and Support

Jeff McRae (916) 654-3781

- Statewide program management of Transportation Management Centers (TMC) and communications Systems support
- Development of TMC and ITS standards

Signs, Delineation & Technical Support

Gerry Meis (916) 654-4551

- Establish statewide sign and delineation policy
- Update traffic manual
- Provide technical support to Legal program

Traffic Operational
Wayne Henley
(916) 654-6246

- Develop, coordinate and monitor Transportation Management Center (TMC) planning and operation
- Develop policies and guidelines for traffic management systems

Program Management John Wolf 654-2627

- Maintain and develop Traveler Information Systems
- Resource management
- Program evaluaton

Traffic Safety Program & Research

Kim Nystrom (916) 654-4974

- Manage the Traffic Safety Improvement Program and develop standards for highway safety systems
- Serve as Director's staff on AASHTO and TRB Safety Committees
- Operate and maintain the automated Traffic Accident Survelliane and Analysis System (TASAS)
- Update and monitor the Highway Data Base (HDB)
- Manage Multidisciplinary Accident Investigation Teams

District Liaison

William Hoversten (916) 654-4555 Alex Kennedy (916) 653-0096 Phil Jang (916) 654-7138

- Functional management liaison of traffic engineering and operational work progress in assigned Districts
- Assure application of uniform standards and practices

Commercial Vehicle Operations & Permits

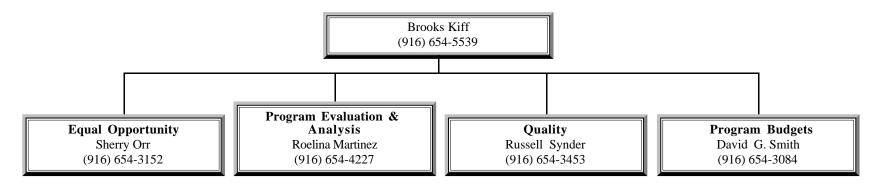
Asif Haq (916) 654-6099

• Develop and Implement policy for encroachment & transportation permits and monitor implementation Highway & Toll Bridge Operations John Van Berkel

(916) 654-5548

- Manage the Operational Improvements, Traffic Systems Management (TMS), Sno-Park and Toll Bridge Programs
- Statewide implementation of Electronic Toll Collection

Policy & Administration



- Conduct informal investigations
- Establish and monitor departmental guidelines, goals & timetables
- EEO, Sexual Harrassment, Reasonable Accommodation and ADA policy
- Internal Communications

- Manage the Department's strategic planning process
- Program & organizational evaluations
- Policy formulation analysis
- Develop new strategic direction and policies

- Develop Quality Plan
- Facilitate implementation and reward Quality activities
- Develop and recommend budget strategies
- Prepare annual budget plan
- Prepare management monitoring reports
- Develop Support Program business plan

Aeronautics

Marlin Beckwith (916) 654-5470

Airports Elizabeth Eskridge (916) 654-5203

- Conduct public-use airport and hospital heliport safety and permit compliance inspections
- Under contract, inspect specified airports and update Federal Aviation Administration (FAA) Master Record
- Assist airport management in complying with State and Federal laws & regulations
- · Process airport and heliport permits
- Evaluate proposed school sites near airports
- Approve helicopter landing sites near schools
- Review decisions of utilities to not mark overhead power lines, per appeal procedures

Aviation Programs Mike Farmer (916) 654-5174

- Provide grants and loans to airports for capital improvement projects
- Administer operating and capital budgets
- Analyze and monitor Federal and State aviation legislation
- Analyze impact of aviation on State's economy
- Review & comment on environmental documents affecting airports/heliports
- Suppport all administrative activities

Aviation Planning Nancy Benjamin (916) 654-6223

- Develop California Aviation System Plan (CASP) to assess current and future aviation needs & implementation plan
- Participate in development of Federal planning policies and develop State aviation planning policies
- Coordinate intermodal planning and regional aviation system planning
- Provide liaison with New Technology Program and other agencies concerning aviation-related research activities
- · Resource for aviation statistics
- Facilitate resolution of air quality issues affecting airports and airport users
- Review & comment on Regional Transportation Plans & Overall Work Programs

Technical ServicesRobert Moore (916) 654-3775

- Provide engineering assistance to local governments on airport capital improvement projects under the California Aid to Airports Program
- Maintain and update the Airport Pavement Management System (APMS) which identifies needs & estimates capital outlay cost
- Develop statewide Capital Improvement Program (CIP) for aviation needs
- Administer the California Airport Noise regulations to mitigate noise impacts on neighboring communities
- Publish Planning Guidelines for airport land use plans; review & comment on submitted plans
- Provide engineering advice & assistance internally for various programs
- · Produce State Aeronautical Chart

Environmental

Brian J. Smith (916) 653-7136

Environmental Management

Barbara McDonnell (916) 653-7946

- Develop and maintain Procedures and documents Volume of the Environmental Manual
- Provide and coordinate CT Environmental Document peer review and legal sufficiency review
- · Conduct legislative analyses
- Act as Environmental liaison with CTC
- Program Administrative Support
- Coordinate and provide statewide environmental training

Engineering-Noise, Air &Hazardous Waste Management

Bob Giess (916) 653-7876

- Noise, Air, and Hazardous Waste Management Policy Development
- Administer Community Noise Abatement Program
- Administer Hazardous Waste and Hazardous Materials Management Programs
- Develop and administer the statewide contracts for on-call noise and earthborne vibration support services, and hazardous waste investigaiton and remediation
- Provide technical assistance and expertise to Districts, Programs, and Service Centers
- Air Quality Compliance and Conformity

Cultural Studies

Sheila Mone (916) 653-8746

- Prepare archaeological, architectural history, and community impact studies
- Develop and maintain Cultural Resources and Socioeconomic Volumes of the Environmental Handbook
- Provide Statewide Native American Coordination
- Provide expertise in the management of historic properties

Environmental Engineering Water

Steve Borroum (916) 653-7396

- Storm Water Research and Technical Assistance to Districts and Headquarters
- Statewide National Pollutant Discharge Elimination system (NPDES) Permitting

Biology and Technical Assistance

Gary Winters (916) 653-7466

- Administer regional "Biological Pools" to serve District staffing needs
- Develop and maintain Biological Volume of the Environmental Handbook
- Prepare and conduct biological studies and assessments
- Develop interactive application of computers for environmental functions, including GIS
- Prepare biological studies and assessments
- Develop and administer contracts for environmental funcitons

Mass Transportation

David Cabrera (916) 654-8144

Transit Resource

John James (916) 654-9777

- Develop & maintain transit information library & transit database
- Manage Rural Transit Assistance Program
- Develop and maintain internet pages
- Develop & manage transit management training

Program Development

Jim Conant (916) 654-9842 Jess Moreno (916) 654-7223

- Administer Proprosition 116
 Contract between CTC and Caltrans
- Plan, develop and evaluate Federal and State programs & projects
- Administer and oversee Transportation Development Act

Transit Policy

Gale Ogawa (916) 654-9979

- Initiate special studies/projects/transit policy issues
- Social Services Transportation Improvement program
- Legislative Analysis

Specialized Transit & Procurement

Ralph Caudillo (916) 654-9770

- Manage the FTA Eldery & Handicapped Section 5310 Program
- Manage the Paratransit Vehicle and Equipment Procurement Program

Grant Programming & Allocation & Management

State: Peter Steinert 654-9446 Federal: Joyce Parks 654-8655

- Develop and manage Federal grants for unurbanized transit Funding
- Gather and disseminate information on ADA, Drug & Alcohol Testing and Labor compliance
- Review Grant applications
- Process allocations request and fund transfer agreements

Planning

Joan Sollenberger (916) 653-1818

State Planning

Nathan Smith (916) 653-2274

- California Transportation Plan
- State Plan policy and analysis
- Goods movement strategy and policy and analysis
- Goods movement system facilities studies
- Goods movement planning tools development and trends reporting
- Partnership development-support of The Statewide Intermodal Goods Movement Advisory Committee

Advanced System Planning

Patricia Weston (916) 653-1551

- Statewide system planning
- Intergovernmental review/CEQA
- Intermodal Transportation Management System
- GIS

Regional and Interagency Planning

Sharon Scherzinger (916) 653-3362

- Regional plan guidance and coordination
- Native American tribal transportation liaison
- Regional Planning policy
- Transportation planning funds

Corporate Planning Management

Olin Woods (916) 653-8957

- Planning management & Support Services
- District liaison for Planning Program
- State Planning and Research Program Management
- Planning Staff Development Program
- Planning and Programming core business plan & budget

Transportation Economics

Kazem Attaran (916) 653-0709

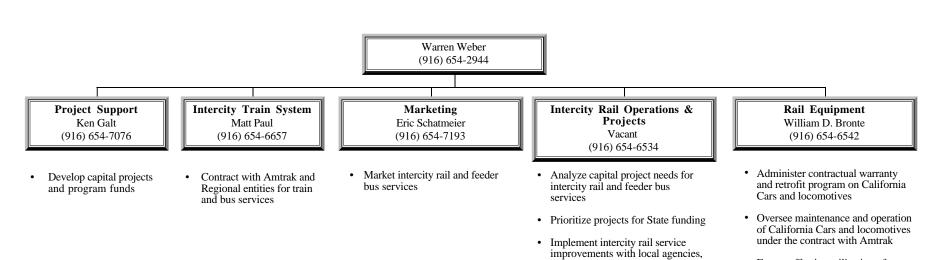
- Transportation Investment analysis (life cycles benefit /cost analysis modeling)
- Transportation funding/financing
- Economic impact assessment and analysis
- State and national economic/policy research
- Data analysis, estimation, and forecasting

Transportation Policy Analysis

Reza Navai (916) 653-3424

- Transportation policy analysis, evaluation, and research
- Transportation financing, pricing, and market based measures
- Transportation energy alternative fuels, and advanced technolgy
- Major metropolitan transportation investment studies (MIS)
- State and national transportation/Land use planning research

Rail



Amtrak, railroad companies

services

Rail Corridor

• Coordinate joint usage of track by local and intercity passenger rail

• Construct, rehabilitate or improve intercity rail station facilities through contract

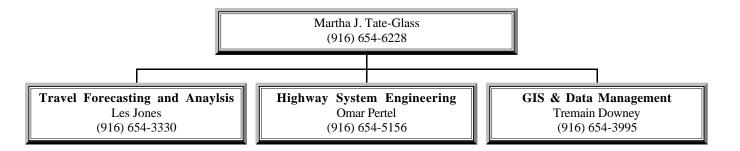
· Oversight of funding for capitol

Ensure effective utilization of

corridors

California equipment on the three state-supported intercity rail

Transportation System Information



- Provides technical and analytical services related to transportation data collection activities and the Census Transportation Planning Package (CTPP)
- Develops and implements an intergrated transp. system network (TSN) that will support the corportate database
- Certifies maintained public road mileage and manages the Highway Performance Monitoring System (HPMS)
- Develops, maintatins, and operates statewide travel demand and air quality models and provides technical support on these models to district, regions, other state agencies, and other transportation partners
- Produces statewide vehicle miles traveled and fuel forecast report and truck kilometers of travel report annually
- Maintains and manages the State Highway Inventory portion of PMCS
- Coordinates and implements Intelligent Transportation System (ITS) activities related to modeling with districts and other programs

- Provides technical and analytical studies and reports on highway systems and related transportation systems
- Provides review, analysis and proposals of legislation for federal and state highway programs
- Manages the National Highway System (NHS) within California; manages Legislative route numbering and State, U.S. and Interstate sign route numbering
- Publishes current maps: State
 Highway map, maps of functionally
 classified roads in the California Road
 System (CRS): Lifeline Routes, NHS,
 F&E system, District Boundary maps
- Recommends relinquishment of highways superseded by route relocation
- Responsible for traversable highways status and adoption by the California Transportation Commission (CTC)

- Manages implementation of statewide Georgraphic Information System for Planning
- Coordinates AASHTO Electronic Information System
- Coordinates preparation and submittal of Federal and other required Statistical Reports
- Reviews and analyzes federal legislative proposals for the reauthorization of the nation's Transportation Act which provides federal fund apportionments to states.
- Manages the transportation system performance measures project for the California Transportation Plan

Construction



• Support contract dispute resolution on ongoing projects. Dispute Review Board district support

(916) 654-3801

- Review and approve major contract change orders
- Manage A&E contracts, expert witness contracts, and COS Equipment
- Develop Section 1-9 specification improvements
- Manage contract claims and claims milestones

 Oversee District contract administration activities for policy compliance

Vern Jones - 654-5071

- Advise Districts of corporate interpretation of specifications and evaluate changes and of claim determinations
- Recommend final disposition of claims to claims to the Chief of Claims Management
- Develop and implement "partnering" concepts

(916) 654-6796

• Develop the workforce by assessing training needs, and develop and implement necessary training plans.

internally and externally

Technical Development

Joe Dobrowolski (916) 654-4352

- Establish policy for statewide Construction Safety
- · Support environmental and storm water programs
- Develop rental and wage rates
- Develop Section 10+specifications
- Support Labor compliance
- Develop and implement field and office computer systems automation
- Develop and implement Quality Control/Quality assurance
- Maintain the construction Manual.

Project Management

John A. Boda (916) 654-2494

District Coordinator

Matt Bailey (916) 654-6201

- Liaison to D-4 on all Project Mgmt. Program issues
- Monitor & evaluate support allocation & expenditures for D-4 (operational Plan)
- District resource

Project Mgmt. Process Improvement

Nigel Blampied (916) 654-5395

- Establish processes to ensure that capitol projects include all work to complete jobs sucessfully
- Establish processes to make most effective use of the people involved in capitol projects
- Establish processesto ensure the proper collection, dissemination and ultimate disposition of capital project information
- Establish processes to indentify, analyze and respond to capital projects risks
- Establish processes to acquire goods and services for capital projects from outside of Caltrans

Program Resource & Mgmt Support Ileen Jellison

(916) 654-2227

- Develop and monitor Capital Outlay Support and Local Assistance Allocations- statewide
- Liaison for Personnel, exams, training and safety for Project Mgmt. and Design & Local Programs
- Manage Capital Outlay Support & Local Assistance
- Maintains Director's Tracking report for Contracts and the CORE Programs's Staffing Plans

Program Mgmt. Support Terry Murphy (916) 654-3865

- Seismic Retrofit Program Manager
- Monitor & report on the delivery of Programmed Projects (STIP, SHOPP)
- Coordinate resolution of project delivery issues-Project Change Control
- Bridge Scour Program Manager

Project Cost Analysis & Statistics

Greg Magaziner (916) 654-2942

- Report on Capital Outlay Support (COS) performance measures
- Maintatin statewide COS workload Breakdown Structure (WBS), Resource Breakdown Structure (RBS) and Workload Estimating Norms (WEN) formulas, timelines and workload distributions
- Develop and provide charging practice and project cost management training
- Maintain/update the Engineering Cost Reporting (ECR) system and provide a full range of statistcal/analytical reports to district and headquarters management

Project Workload & Data Mgmt

Dave Youmans (916) 654-2476

- Develop capital projects (COS) workload estimates for current and future years statewide
- Manage program /project data and provide COS reporting
- Provide guidance on project data, capital projects support cost, and transition to performance based budgeting Manage capital projects inventory and
- support databases

Project Mgmt. Sys. Implementation Ross Chittenden (916) 654-2395

- Establish processes and develop tools to ensure the timely completion of capital projects
- Establish processes and develop tools to ensure that capital projects are completed within the approved budget
- Operational support of various project management tools, including XPM, PSCS and the Project Mgmt. Data Warehouse

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Right of Way

Denny Shields (916) 654-5075

Real Property Services Richard Golub (916) 654-6475

- Manage excess lands
- Manage airspace leasing and wireless communication
- Manage rental property held for future projects

Appraisals & Local Progs.

Thomas W. Ryland (916) 654-5051

- Provide policy and oversight of District appraisals
- Approve District work project appraisals over \$500,000
- Provide oversight of local programs and R/W work on State Highway System
- Consultant to CTC on railroad & related valuation/acquisition
- Manage R/W estimating

Project Delivery D. Gene Mattocks (916) 654-3167

- Manage property acquistion for highway projects
- Manage Relocation Assistance Program
- Manage utility relocation
- Manage R/W demolition, and clearance
- Manage R/W certifications

Operations Research

Michael E. Lahodny (916) 653-2817

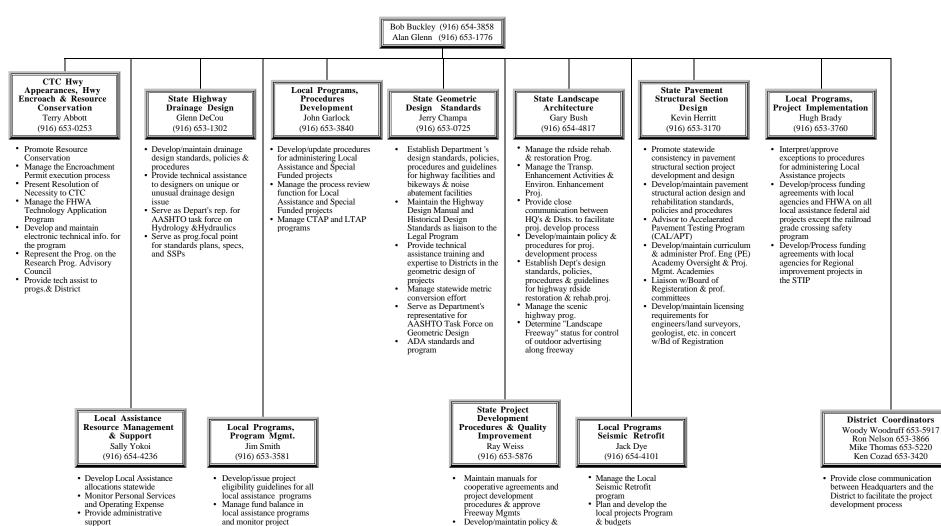
- District Evaluations
- Training & Development
- Strategic planning
- Special projects
- Systems Development/Management
- Outdoor Advertising
- Develop & support R/W information systems

Planning & Mgmt.

Patricia L. Jones (916) 654-5728

- Develop and monitor the statewide R/W Capital Plan
- Develop and monitor statewide Real Property Services Program budget
- Provide policy and oversight of R/W Planning and Mgmt.
 activities statewide
- Coordinate R/W Project Management activities
- Coordinate R/W federal funds management
- Manage corporate R/W administrative activities

Design and Local Programs



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procedures for projects

Districts & develop reports

Hwy Improvement Program

& Federal Demonstration

Serve as liaison for Public

Lands Highways & Federal

on route matters to CTC

Develop/coordinate the Dept's Value Analysis

Program Develop/monitor Forest

Projects

Demo Projects

development process Maintatin Liaison with

delivery status of local

agency projects

• Develop/process funding

agencies and FHWA on

Develop/Process funding

Mitigation Proj., Bicycle

lane account Prog & Prop

agreements w/local agencies for Environmental

116 Bicycle Prog.

for bikeways for

· Review plans & designs

compliance w/State law

RR Grade Crossing Safety

agreements w/local

Accounting Service Center

John Wells (916) 227-9000 Larry Tom (916) 227-9283 Financial Accounting & Accounts Receivable & Toll Bridge & Fiscal Systems Analysis **Management Services** Accounts Payable **Program Accounting** Special Accounting Vacant Laurine Bohamera Alice Stebbins John Pieruccini Maria Cornelius Larry Tom (Interim) (916) 227-4280 (916) 227-9001 (916) 227-9279 (916) 227-9227 (916) 227-9283 (916) 227-9293 Toll revenues billings:, · Maintenance of core · Establish and ensure · Provide administrative Vendor payments · Billing and collecting collections, cashiering, accounting system TRAMS accurate EA charging support: budget, personnel, accounts receivables and fiscal sub-systems facilities, intranet, training, • Employee travel expense financial statements practices staff development, student payments • Federal billing and reporting support Oversee statewide toll · Monitor and manage approcoordination, legislation, • New fiscal systems and accounting process priations for the various clerical & mail room · Management of revolving • Local program accounting application development departmental funding support, safety/security, fund policy and management · Federal grant accounting AVI-electronic toll collecsources · Fiscal systems consulting · Maintain statewide encumtion system reporting suupport Cashiering brances for support budget • Right of Way program accounting • Inventory the Department's Visa payments

fixed assets

• Prepare the Department's financial statements

· Project final vouchering

Admnistrative Service Center

Judy Guerrero (916) 227-2646

Business & Facilities Mgmt.

Steve Alston (916) 227-9750

- · Statewide building operations and maintenance
- Manage facility planning
- Manage departmental forms and records, reprographics, microfilm, and statewide computer index of microfilmed encroachment permits
- · Statewide security program
- · Departmental emergency program
- Statewide facilities seismic program
- Statewide asset Management of all Caltrans real property assets
- Headquaters building operations, employee parking, Caltrans Sacramento based vanpools and statewide telecommute program

Procurement & Contracts

Jan Smelser (916) 445-3240

- Advertise, bid out, award, draft and execute the Department's service contracts
- Develop policy & procedures for all types of service Architectural and engineering and Minor B contracts
- Provide technical expertise to all Caltrans staff on contracting out of services
- · Develop policy and procedures for all purchasing
- Centralized purchasing of all equipment, materials and supplies for the Department
- · Administer Caltrans Cal-Card (Visa) Program
- Operate the Royal Oaks Warehouse and provide policy & procedures to District warehouses

Personnel Operations

Cindy McKim (916) 227-7700

- Assist management in the hiring process, assist supervisors in corrective actions
- · Document workers' compensation case files
- · Maintain personnel records on all employees
- · Process payroll and benefits for employees
- Evaluate safety and health hazards and determine the applicability of Cal-OSHA and Uniform Building Code safety and health regulations
- Manage the Employee Assistance Program (EAP) contract
- Administer exams for classifications
- Oversee recruitment program for professional classes

Training & Management Support

Gloria Moore Andrews (916) 227-9761

- Register the Department's employees in training classes and provide updated information on available training vendors and resources
- Assist in development of technical training based on a needs assessment by programs and districts
- Provide a wide range of administrative services for the AdSC including the budgeting, position control, maintatining organization charts, and updating business plan
- Administer Employee Recognition Programs
- Coordinate statewide United California State Employees Campaign, Savings Bond Campaign, etc.

Labor Relations

Dave Brubaker (916) 227-2409

- Negotiate new memorandums of understanding with Bargaining Units
- · Grievance handling and resolution
- Represent the Department in unfair labor and arbitration hearings
- Develop and implement policies and procedures for the Department's Drug Testing Program

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Engeering Service Center

James E. Roberts (916) 227-8808 John L. Allison (916) 227-8800

Program/Proj. Management Mickey Horn

Mickey Horn (916) 227-8693

- ESC "single focal point" regarding workload and delivery
- Responsible for activities related to planning and directing project management
- Budget and resource management

Office Engineer Kay Griffin (916) 227-6300

- Final preparation and processing of contract plans and Engineer's estimates
- Distribute contract documents, bidders informational materials and provide assistance
- Advertising, bid opening, bid evaluation, awarding and approval functions of the contracting process

Management Support

Kathy Sansone (916) 227-8747

- Administrative support for ESC Offices
- Workforce development and training for all ESC personnel
- Personnel transactions and operations
- Recognition of ESC employees for accomplishments and quality performance

Earthquake Engineering & Design Support

Vacant (916) 227-XXXX

- Develop seismic design criteria and details and provide support to Structure design personnel in seismic-related issues
- Contract management for consultant PS&E contracts involving structures
- Liaison and technical advice on structure issues with consultants and local agencies and external entities
- Produce and review specifications cost estimates and construction time for bridge projects

Business Enterprise Algerine McCray (916) 227-2205

- Perform evaluation of construction contracts for federal compliance (DBE goals)
- Ensure DBE and EEO compliance review per Federal requirements
- Manage appeal process

Materials Engineering & Testing Services

Vacant (916) 227-7130

- Specialized laboratory and field testing and inspection services of materials and manufactured products
- Consultation for pavement design and rehabilitation issues
- Coordination of new product evaluations
- Coordinate Caltrans Independent Assurance Sampling and Testing Program and inter-district communications for materials-related data
- Inspection services for structural steel components

Structural Foundations

Jim Stout (916) 227-7004

- Perform seismic, geographical and geotechnical investgations and analyses
- Specialized engineering geology services, field instrumentation and pile testing, review of structure foundation reports and geotechnical design reports

Engineering TechnologyHugh Griffin

(916) 227-0171

- Develop, establish and maintain surveying standards and procedures
- Provide photogrammetric products for the Department
- Provide management of the statewide CADD project
- Develop and publish technical reports and manuals for the ESC

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Engineering Service Center – Structures

John L. Allison (916) 227-8800

Structure Design Eldon Davisson (916) 227-8869

- Complete contract plans for bridges and other transportion-related structures
- Mechanical, electrical, water, and wastewater design and services
- Architectural planning services including estimating and aesthetics
- During construction, provides advice and participates in the resolution of design and construction-related problems

Structure Construction

Ralph Sommariva (916) 227-8585

- Furnish constructibility plan reviews for projects in the design phase
- Statewide field engineering staff for administration, facilitation, and inspection of structure construction projects
- Staff for construction oversight for structure construction projects funded by others

Structure Mtce. & Investigations Thomas Rut

(916) 227-8841

- Conduct federally required biennial inspections for State and federal highway bridges
- Lead responsibility for the investigation and repair of structures damaged by vehicular collision, fire, flood, earthquake, etc.
- Determine safe load capacity of all highway bridges
- Deliver Plans, Specifications and Estimates for bridge maintenance projects

Equipment Service Center



- Develop technical specifications for all fleet vehicles and equipment
- Provide engineering assistance to Headquarters shop assembly
- Perform quality assurance and acceptance inspection of vehicles and equipment purchased
- Perform engineering analysis of equipment failures and develop corrective action
- Provide mechanical engineering analysis and technical support including training & lubrication

- Develop the Equipment Service Center budget, distribute allocated resources and monitor expenditures
- Develop, budget and administer the Equipment Fleet Acquisition and Replacement Program
- Administer the Home Storage Permit Program
- Manage fleet utilization and develop fleet policy and procedures
- Administer fleet warranty program

- Manage fleet parts operations: purchasing, inventories and disposal
- Audit parts purchasing and inventory
- Conduct physical inventory of material and equipment
- Manage the shipping, receiving and licensing of the fleet
- Quality Coordinator
- Clerical Support

- Manage safety, preventive maintenance and hazardous waste programs
- Administer Biennial Inspection of Terminals (BIT) program and terminal registration
- Coordinate vehicle smog, equipment abnormal failure programs
- Develop technical service and operational bulletins
- Coordinate lands and buildings projects

Shop Superintendents

21-M. Heiner (707) 445-6367

22-P.Gillin (530) 225-3557

23-G. Goins (530) 741-4251 24-J. Cassel (510) 614-5973

25-G. May (805) 549-3345

26-J. LaCamera (209) 488-4187

27-A. Cajina (213) 620-3315

28-E. Markussen (909) 383-4025

29-V. Billeci (760) 873-3571

30-D. Snell (209) 948-7811

31-C. Piland (619) 467-3284

- Maintain Equipment Management System
- Administer Service Center's local area networks statewide
- Develop software applications for Service Center
- Project Manager of Fleet anywhere

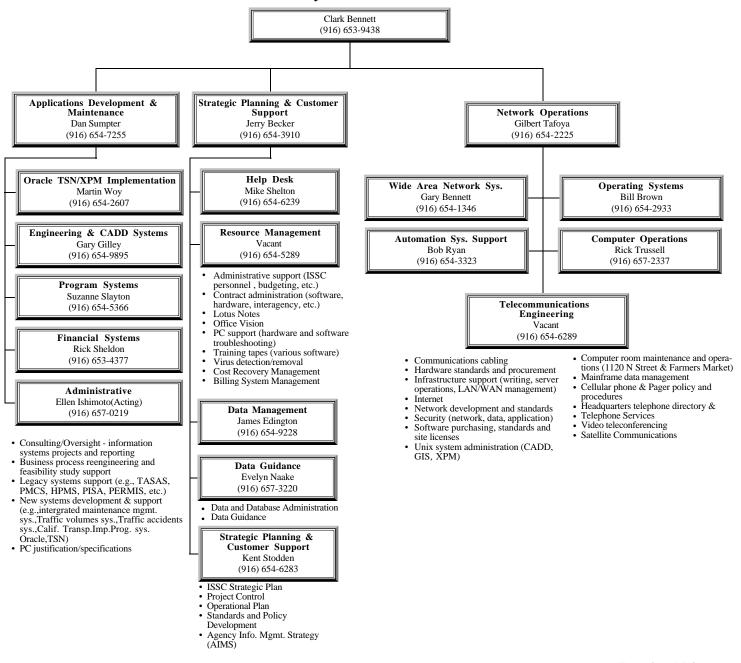
- Provide fleet equipment and services to Districts
- Identify and budget fleet units for replacement and surplus sales
- Perform preventative maintenance, service and repair on fleet equipment
- Maintain fleet parts operation: purchase, inventory & disposal of parts and tools

Headquarters Shop (32) Al Dukeshire (916) 227-9716

- Provide shop services for Headquarters functions
- · Service and equip new units
- Fabricate parts & components
- · Assemble fleet equipment
- · Draw bridge repair

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Information Systems & Service Center



Legal Service Center



 Los Angeles
 David Simmes
 (213) 955-5000

 Sacramento
 Breland Gowan
 (916) 654-5169

 San Diego
 Jeff Joseph
 (619) 654-2412

 San Francisco
 Dan Murphy
 (415) 982-3130

Investigations
Fred Garrison
(916) 654-2630

Administration & Support Martin F. Cromwell (916) 654-2630

- Public Liability Law: General Tort Legal Assistance Tort Litigation Motor Vehicle Liability Litigation Board of Control/Potential Tort Claims Damage Recovery/Admiralty/OSHA Small Claims
- Real Property Law:
 General Property Management Assistance
 Eminent Domain
 Inverse Condemnation
 Unlawful Detainer/Rent Collection
 General Right of Way Assistance
 Outdoor Advertising
 Airspace Leasing
 Encroachment Permits
- Transportation Law
 General Transportation Law Assistance
 Aeronautics
 Rail
 New Technology
 Transportation Permits
 Maintenance
 Mass Transportation

- Contract Law: General Contract Law Assistance Office Engineer Assistance Contract Claims Review Construction Labor Compliance Stop Notices Contract Litigation/Arbitration Civil Rights/DBE
- Environmental Law: General Environmental Assistance Environmental Litigation Hazardous Waste
- Miscellaneous Legal Services:

 Law Development
 Business, Transportation and

 Housing

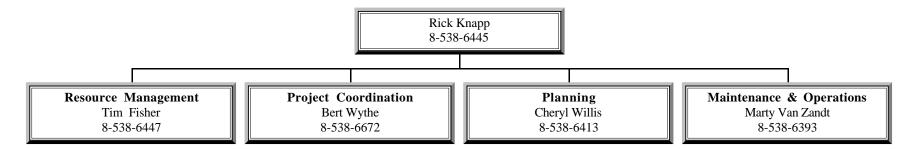
 Office of the General Counsel

 Work for Others

 California Transportion Commission

- Coordinate training and equipment needs for tort litigation investigations
- Respond to the public's requests under the Public Records Act (traffic studies, cases, aerial photos, etc.)
- Budget, Personnel, Facilities, Equipment
- Expert Witness Contracts
- Board of Control Liaison
- · Claims Offices
- · Law Libraries
- Legal Support

District 1 – Eureka



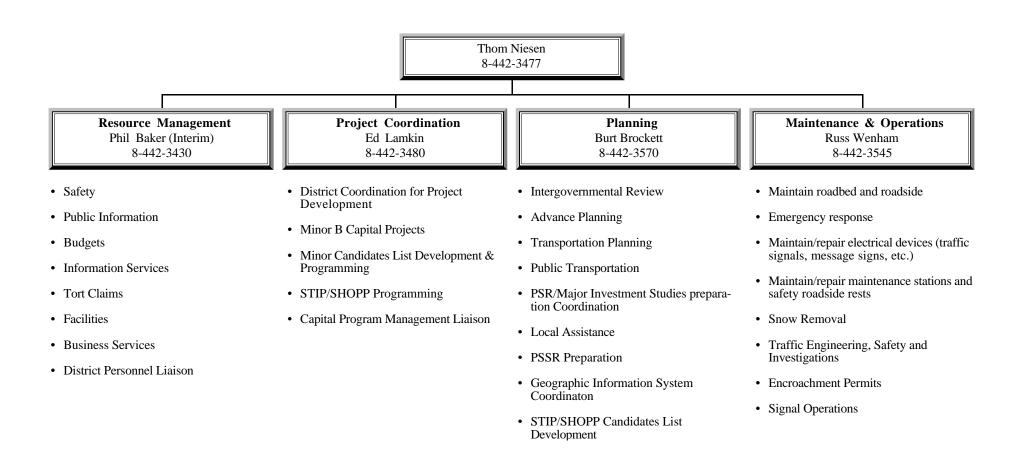
- Safety
- Public Information
- Budgets
- Information Services
- Tort Claims
- Facilities
- Business Services
- District Personnel Liaison
- Security

- PSSR preparation
- District Capital Outlay Project Coordination
- Hydraulics
- Minor B Capital Projects
- Capital Program Management Liaison

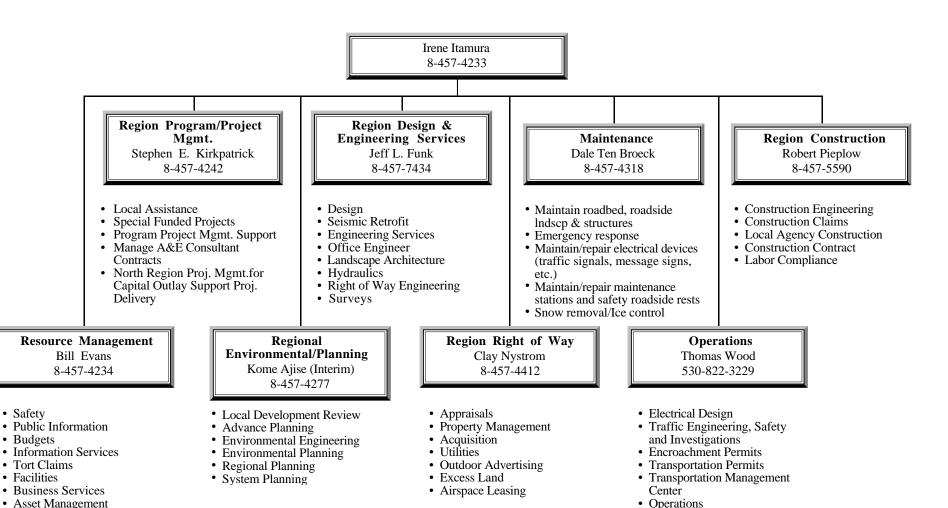
- Intergovernmental Review
- Transportation Planning
- Public Transportation
- PSR/Major Investment Studies preparation coordination
- · Local Assistance
- Transit/Rail

- Maintain roadbed and roadside
- Emergency response
- Maintain/repair electrical devices (traffic signals, message signs, etc.)
- Maintain/repair maintenance stations and safety roadside rests
- Traffic Engineering, Safety and Investigations
- Encroachment Permits
- · Signal Operations
- TMC/TMT
- Maintenance Engineering
- Equipment Coordination

District 2 – Redding

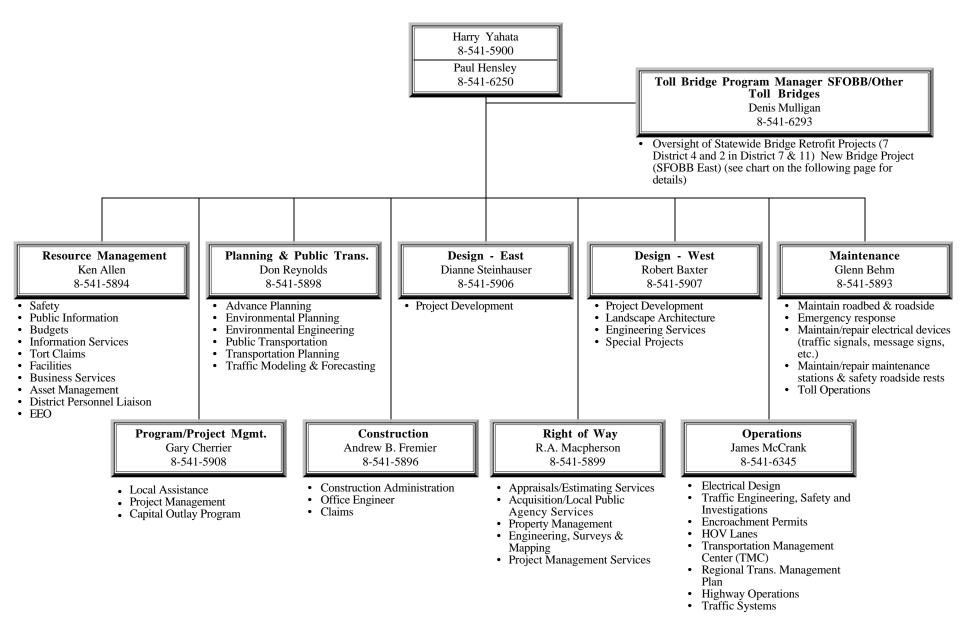


District 3 – Marysville – Northern Region

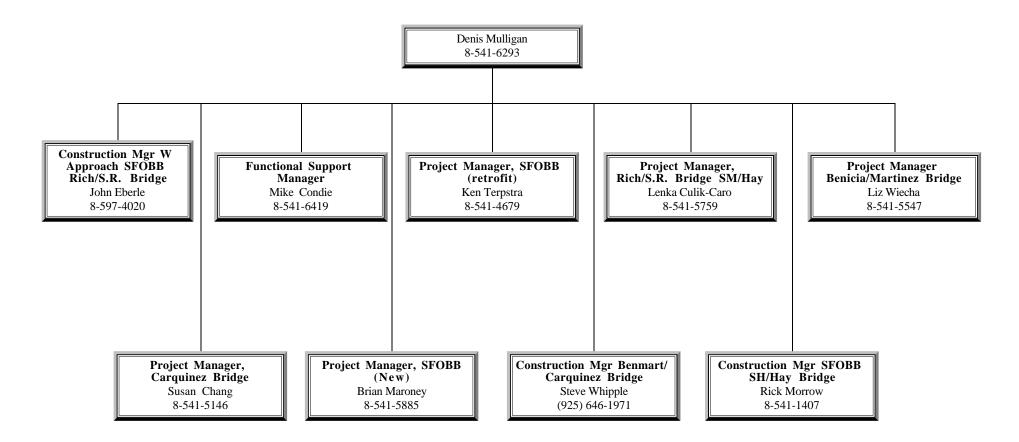


District Personnel LiaisonEqual Opportunity

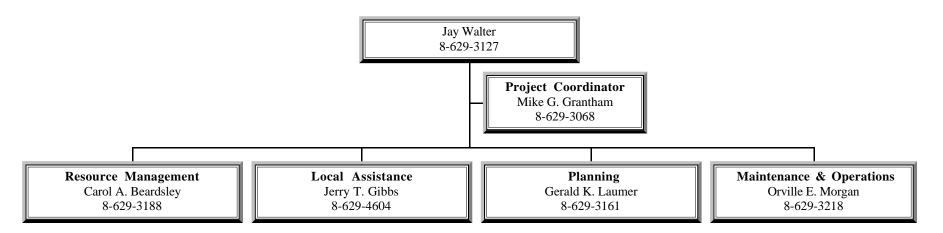
District 4 – Oakland



District 4 – Toll Bridge Program



District 5 – San Luis Obispo



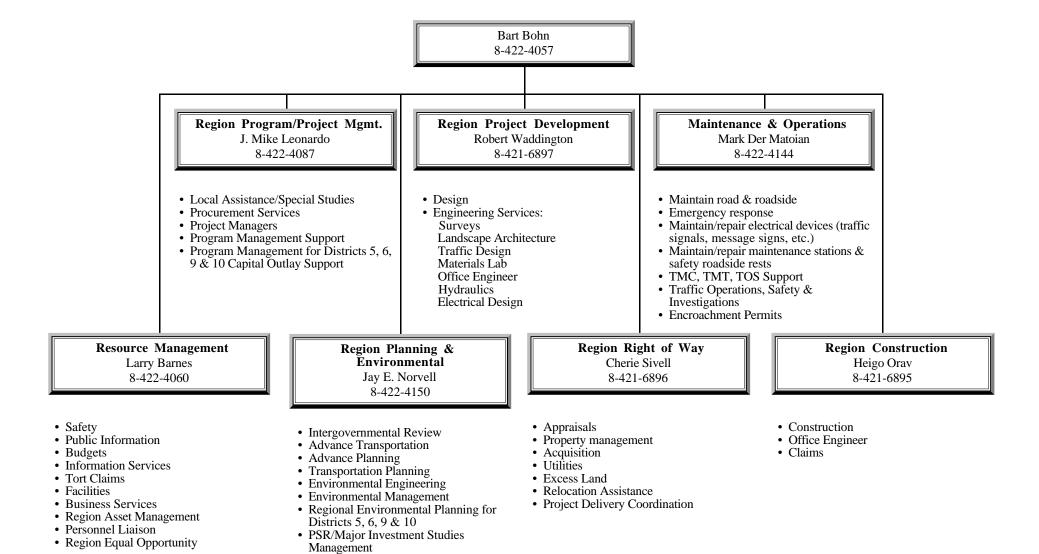
- Safety
- Public/Legislative Affairs
- Budgets
- Information Services
- Tort Claims
- Facilities
- Business Management
- Asset Management
- District Personnel Liaison
- Cashier

- Local Assistance
- Special Studies Coordination
- Cooperative Agreements

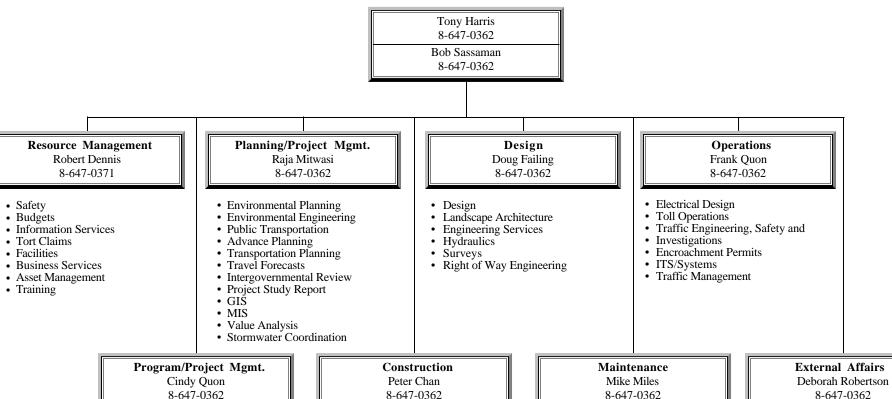
- Intergovernmental Review
- Advance Planning
- Transportation Planning
- Public Transportation
- Major Investment Studies

- Maintain roadbed and roadside
- Emergency response
- Maintain/repair electrical devices (traffic signals, message signs, etc.)
- Maintain/repair maintenance stations and safety roadside rests
- Traffic Engineering, Safety and Investigations
- Encroachment Permits
- Signal Operations

District 6 - Fresno - Central Region



District 7 – Los Angeles



- Local Assistance
- Special Funded Projects
- Program Project Support
- Project Management
- COS Single Focal Point

8-647-0362

- Construction
- Office Engineer
- Claims
- Right of Way Engineering

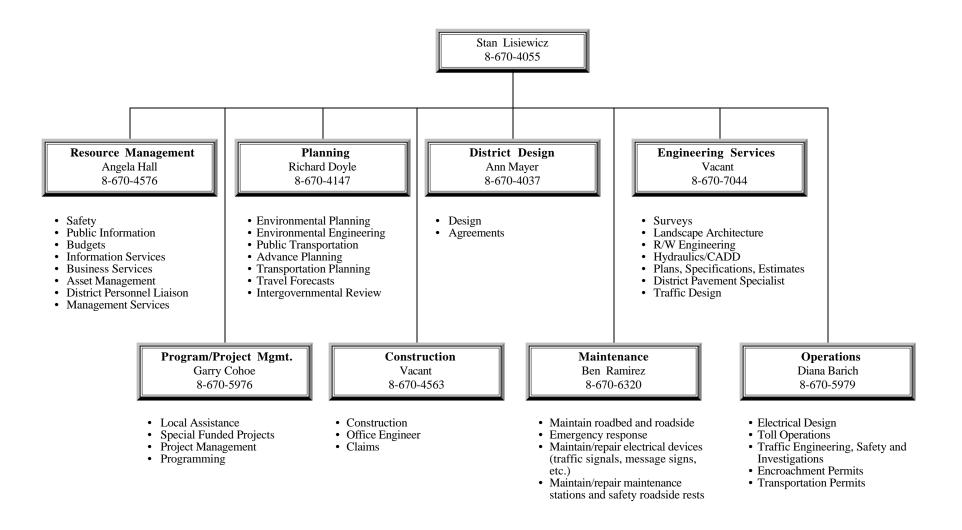
• Maintain roadbed and roadside

- Emergency response
- Maintain/repair electrical devices (traffic signals, message signs, etc.)
- Maintain/repair maintenance stations and safety roadside rests

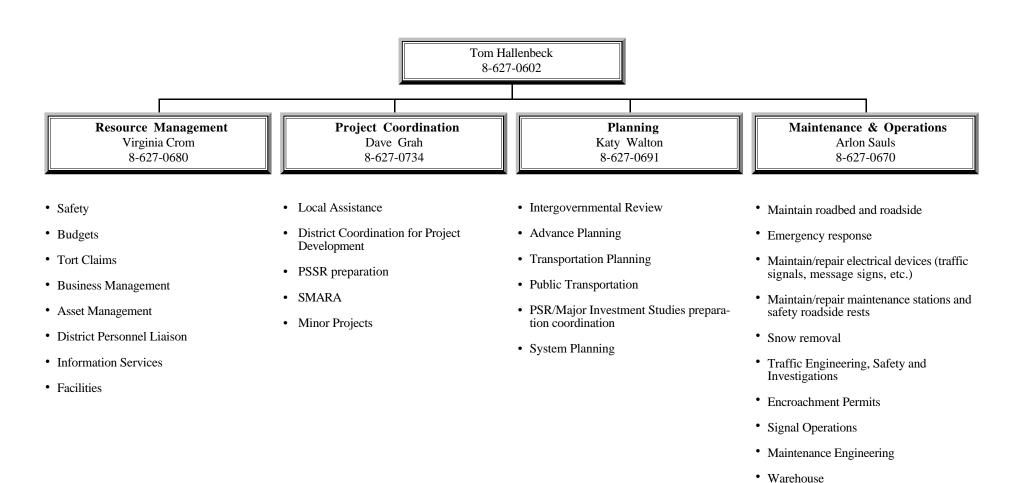
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- Legislative Affairs
- Media/Public Affairs
- Equal Employment Opportunity
- Managers District Directors office staff
- Graphic Services
- Citizen Participation

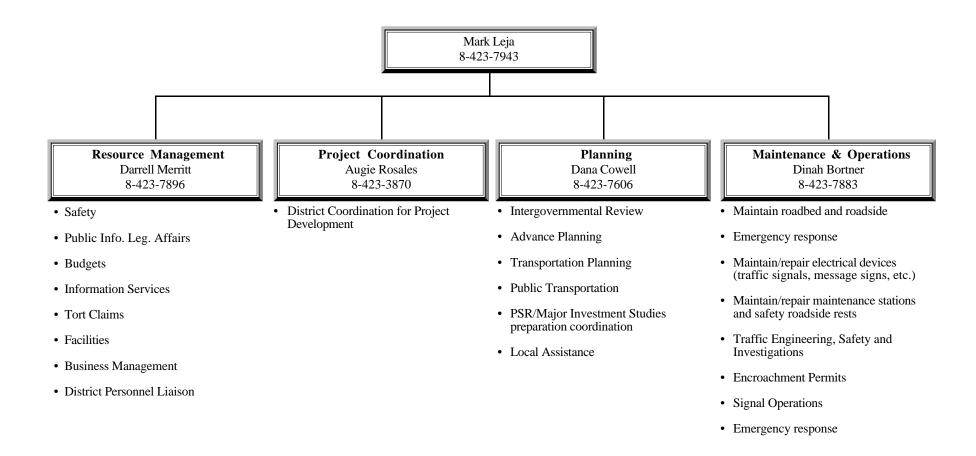
District 8 - San Bernardino



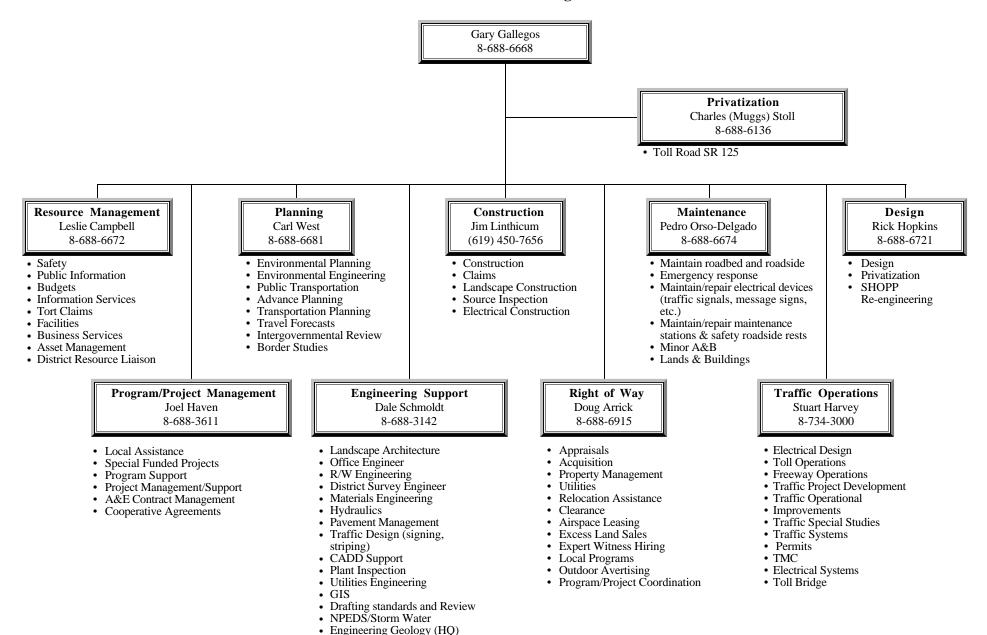
District 9 – Bishop



District 10 – Stockton

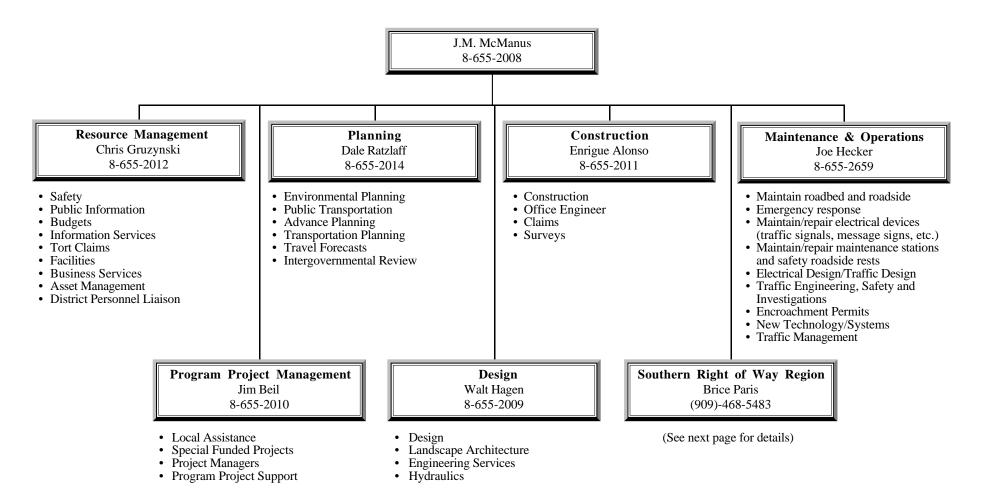


District 11 – San Diego

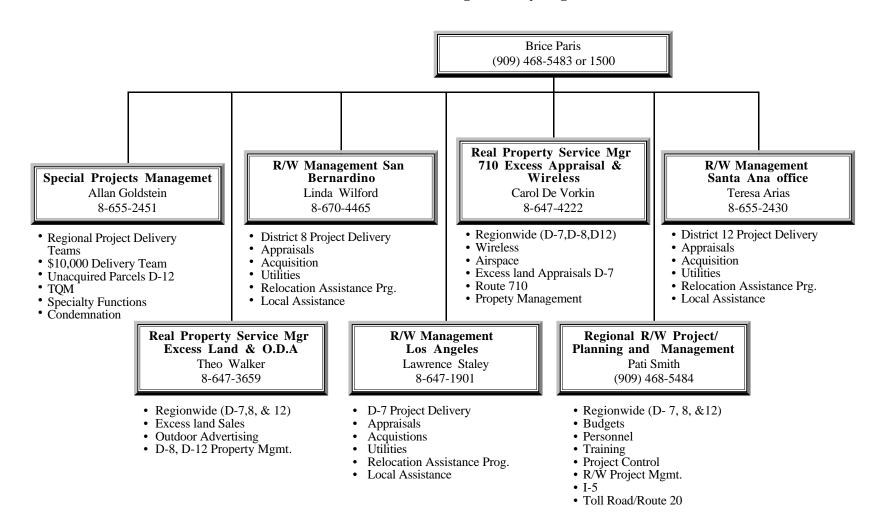


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District 12- Santa Ana



District 12 – Southern Right of Way Region



ACRONYMS

| A & E | Architecture and Engineering |
|---------------|---|
| AA | Affirmative Action |
| AASHTO | American Association of State Highway and Transportation |
| | Officials |
| ADA | Americans With Disabilities Act |
| APMS | Airport Pavement Management System |
| AVI | Automatic Vehicle Identification |
| BART | Bay Area Rapid Transit |
| BIT | Biennial Inspection of Terminals |
| CADD | Computer Aided. Drafting and Design |
| CAL/APT | Accelerated Pavement Testing Program |
| CASP | California Aviation System Plan |
| CCOS | Contract Change Orders |
| CEQA | California Environmental Quality Act |
| CHIN | Caltrans Highway Information Network |
| CIP | Capital Improvement Program |
| CMAQ | Congestion Mitigation Air Quality |
| COS | Capital Outlay Support |
| CTAP | Cooperative Training Assistance Program |
| CTC | California Transportation Commission |
| CTIMS | California Transportation Information Management System |
| CTPP | Census Transportation Planning Package |
| DBE | Disadvantage Business Enterprises |
| EA | Expenditure Authorization |
| EAP | Employee Assistance Program |
| EEO | Equal Employment Opportunity |
| FAA | Federal Aviation Administration |
| FCC | Federal Communications Commission |
| FHWA | Federal Highway Administration |
| GIS | Graphic Information Systems |
| HAR | Highway Advisory Radio |
| HDB | Highway Data Base |
| HPMS | Highway Performance Monitoring System |
| IISTPS | International Institute for Surface Transportation Policy |
| | Studies |
| IMMS | Integrated Maintenance Management System |
| IVHS | Intelligent Vehicle Highway Systems |
| LAN/WAN | Local Area Network/Wide Area Network |
| | |

| LTAP | Local Technical Assistance Program |
|--------------------------|---|
| MBE | Minority Business Enterprises |
| MMS | Maintenance Management System |
| $\overline{\mathrm{MW}}$ | Microwave |
| NAFTA | North American Free Trade Agreement |
| NCHRP | National cooperative Highway Research Program |
| NHS | National Highway System |
| OSHA | Occupational Safety and Health Administration |
| PATH | Program on Advanced Technology for Highway |
| PE | Professional Engineer |
| PERMIS | Personnel Management Information System |
| PISA | Project Information System Analysis |
| PMCS | Project Management Control System |
| PS&E | Plans, Specification & Estimates |
| PSR | Project Study Report |
| PSSR | Project Scope Summary Report |
| PSTIP | Proposed State Transportation Improvement Program |
| QC/QA | Quality Control /Quality Assurance |
| RTL | Ready To List |
| SHOPP | State Highway Operating and Protection Program |
| SP & R | State Planning and Research |
| STIP | State Transportation Improvement Plan |
| TASAS | Traffic Accident Surveillance and Analysis System |
| TBF | Toll Bridge Funded |
| TCB | Transit Capital Improvement |
| TMC | Transportation Management Center |
| TOMIS | Traffic Operations Management Information System |
| TRAMS | Transportation Accounting Management System |
| TRB | Transportation Research Board |
| TSM | Traffic Systems Management |
| TSN | Transportation System Network |
| UCTC | University of California Transportation Center |
| WASHTO | Western Association of State Highway and Transportation |
| - | Officials |
| XPM | eXpert Project Management |

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